



# STATE OF IOWA

CHESTER J. CULVER, GOVERNOR  
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES  
KEVIN W. CONCANNON, DIRECTOR

March 14, 2008

## GENERAL LETTER NO. 23-C-AP-6

ISSUED BY: Bureau of Purchasing, Payments, and Receipts,  
Division of Fiscal Management

SUBJECT: Employees' Manual, Title 23, Chapter C, Appendix, **LOCAL  
ADMINISTRATIVE EXPENSE APPENDIX**, form:

470-0037 *Administrative Expenses of the Public-Owned Local Office*,  
revised

### Summary

This chapter is revised to update form 470-0037 to include a field for the county name.

### Effective Date

Immediately.

### Material Superseded

Remove the following form from Employees' Manual, Title 23, Chapter C, Appendix, and destroy it:

<u>Page</u>	<u>Date</u>
470-0037	1/07

### Additional Information

Refer questions about this general letter to your service area manager or your regional collections administrator.

Iowa Department of Human Services

**Administrative Expenses of the Public-Owned Local Office**

During the Fiscal Year Ending June 30, 2008

\_\_\_\_\_  
County Name

Month	Heat	Light and Power	Water	Insurance	Janitor		Building and Equipment Repair	Other
					Salary	Supplies		
July								
August								
September								
October								
November								
December								
January								
February								
March								
April								
May								
June								
Total	\$	\$	\$	\$	\$	\$	\$	\$

Area – Human Services Office \_\_\_\_\_ Sq. Ft.

Total Administrative Expenses for Year \$ \_\_\_\_\_

Area – Public Building \_\_\_\_\_ Sq. Ft.  
(Excluding hallways and corridors)

Area – Other Buildings \_\_\_\_\_ Sq. Ft.

(Services provided from: Heating Plant – one, Light and Power – one meter, Water – one meter)